

WEST GEORGIA COLLEGE
Carrollton, Georgia



STUDENT'S
HAND BOOK



1939-1940

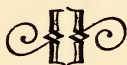


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To The Student Personnel Of West Georgia College:

The faculty joins me in giving to you a most hearty and cordial welcome. Our campus is a friendly place. This pamphlet is printed for your information. We hope that it contains information which will aid you. The suggestions herein listed have been found helpful by our faculty and students. Therefore, we pass them on to you.

The main objective of West Georgia College is the progressive development of the individual to take his or her place in and improve society. You are requested to help us.

Respectfully,

IRVINE S. INGRAM, President.

General Regulations

1. College regulations go into effect at the time a student arrives on the campus and continue throughout commencement. Students permitted to leave the campus at various times during the year are responsible for upholding the standards of the college during their absence.

2. Any student who fails to register before the end of the first class day of any quarter will be charged a fee of \$2.50 for late registration.

3. Students are advised not to carry more than a small amount of money. Deposits may be made in the Treasurer's office.

4. The postoffice at the college is known as Genola. Mail is received twice daily and dispatched once daily.

5. In the case of emergency a parent wishes to call a student home, communication must be made with the president or dean.

6. All communications from parents or guardians concerning leave of absence must be made to the dean or president. Standing permits are valid for week-end visits at home.

7. Leave of absence may be refused because of low scholarship or of too frequent request for leave.

8. When the dormitories are officially closed for holidays or the close of the season there will not be permitted any social engagements on the part of students remaining beyond this time.

9. Overnight visitors may be entertained in the dormitories only on week-ends and then only with the permission of the person in charge.

10. Attendance at chapel is compulsory.
11. Students are requested not to smoke in the academic building, the dining hall, of the gymnasium.
12. No student is allowed in the rooms and halls of the academic building after 4 P. M. unless under faculty supervision.
13. Tennis courts will be closed from 9 A. M. to 1 P. M. on Sundays.
14. Requests for trays during illness must be made thirty minutes before meals.
15. Dormitory women are not to ride or park in cars with young men. Day women students are not to park in cars with young men.
16. Girls are permitted to go hiking in groups of four or more.
17. Dates are allowed on Sunday only on the front campus from three until five. Dates are automatically discontinued in inclement weather.
18. Too frequent meetings between men and women students may be occasion for disciplinary action.
19. Men and women students are not to be together on the campus after 6 P. M.
20. Hazing is not permitted
21. Outsiders who persist in making a nuisance of themselves in the college community shall be barred from having dates with college girls.
22. The official school colors shall be Crimson Red and Royal Blue.

Dormitory Rules—Men

1. Rooms must be kept in order and are inspected each day except Sunday. Change in furniture or any other question about the rooms must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the upkeep and preservation of property in his room and will be required to pay for any damage before the end of the quarter.

2. Quiet hours are observed in the dormitory after seven every evening preceding days on which classes are to be held.

3. Students wishing to entertain overnight guests must get permission from the person in charge.

4. Students wishing to leave the dormitory in the evening will indicate such by signing the proctor's book.

5. Freshman must remain on the campus every evening on which quiet hours are observed until they have established a general record of C. (at mid-term or thereafter).

6. Students wishing to leave school for the weekend will sign their names and give destination and time of expecting return.

7. Each room is furnished one seventy-five watt light. Any appliances or lights will cost one dollar per quarter payable in advance.

8. A fifty-cent deposit fee is charged for each key. This is returned when the key is turned in at the end of the year.

9. Radios must not be played loud enough to disturb others.

10. All radios must be turned off before eleven o'clock every night.

11. Students must be in their rooms by at least eleven o'clock on nights preceding regular classes and by midnight at other times except by special permission.

12. Students are expected to conduct themselves as gentleman at all times.

Dormitory Rules—Women

1. See (1) Dormitory rules for Men.

2. Women leaving the campus must file a leave of absence card, giving date and hour of their departure and their specific destination.

3. After week-end trips a student is to return not later than sunset on Sunday.

4. All nights preceding recitation days are closed nights and no engagements are permitted.

5. Quiet hours are observed after seven every evening preceding days on which classes are to be held.

6. Smoking is prohibited.

7. In case of illness or other emergency students should report to the dean of women at once, day or night.

8. Arrangements for guests must be made with the dean of women. All guests are expected to conform to the dormitory regulations. Meals are twenty-five cents each.

9. Women students must go to town in groups of two or more. This regulation applies to the theatre and the shopping center.

10. Women are not to go to town in the mornings, except by special permission of the dean of women. Sunday church services are excepted.

11. Women should confine their walks to the campus on Sunday afternoons.

12. See (7) Dormitory Rules for Men.

13. See (8) Dormitory Rules for Men.

14. Freshman are allowed one evening engagement a week, sophomores two.

15. There shall be no engagements in the Women's Building during any student body social function.

16. Women living on the campus shall fill all evening engagements at the Women's Buildings.

17. All outgoing telephone calls must be reversed. Use of telephone except for long distance calls is prohibited during study hour.

Absences

1. Absences are excused for trips with athletic teams, the glee clubs, the debating club, the dramatic club, field trips sponsored by instructors, and illness.

2. Quality points will be deducted for a total of six classes or chapel absences. Continued cutting makes the student liable to probation or expulsion.

3. The value of each grade in quality points per course is as follows: grade of A, six quality points; grade of B, four quality points; grade of C, two quality points; grade of D, no quality points. A condition may be removed by re-examination, but no quality points may be obtained by re-examination.

4. The grade of E automatically becomes an F if re-examination is not taken in the subsequent quarter.

5. By order of the regents, a student who has earned in any college year less than half the quality points necessary for an average of C in a normal load of work shall be ineligible to register for the succeeding fall quarter, unless the deficiencies are made up in summer school or otherwise.

6. Three tardies in one class constitute one absence.

7. Except in cases of unavoidable absences satisfactorily explained to the dean, students are charged a fee of two dollars for making up a final examination and a fee of one dollar for making up a mid-term examination.

8. A student desiring to continue his college work after being absent from a class or exercise occurring the two days immediately preceding or the two days immediately following the Thanksgiving recess, the Christmas recess, the Spring recess or other college holidays, must pay a fine of \$1.50 on each day in which the absence occurred. The same fee is charged for reinstatement of any kind.

* See 1937-1938 Bulletin of West Georgia College, p. 50, for an explanation of quality points.

Rules Regulating Use Of Gymnasium

1. The gymnasium is for the use of both men and women, but they are not to use it at the same time. When women's classes are scheduled, men must confine their activities to the athletic field. Several periods during the week may be set aside for activities in group dancing, folk dancing, marching tactics and similar recreational activities, at which time both men and women may attend.

2. Smoking is prohibited at all times in the gymnasium, on the athletic field when the student is participating in any activity, and at any other time or place when the student is wearing the official athletic uniform of the College.

3. Once each three or four weeks the gymnasium is used for College social affairs. The group or organization sponsoring the affair is held responsible by the faculty for the removal of decorations and the arrangement of the building for the next scheduled class following the entertainment.

Probation

1. A student must pass at least one academic course or be dropped from the school at the end of the quarter.

2. A student who passes only one course will be put on probation during the subsequent quarter.

3. To remain in school a student who has been placed on probation must pass two courses with a minimum of two quality points at the mid-term examinations.

4. A student who has been dropped from school on account of his academic work may return to school after one quarter but is still on probation.

5. A student who makes no quality points for two consecutive quarters will be placed on probation.

6. A student on probation will be required to remain on the campus except when given special permission by the dean of men and dean of women.

7. Cutting classes or chapel while on disciplinary or scholastic probation will be considered just cause for suspension or expulsion of the offenders.

8. While on disciplinary or scholastic probation students are not expected to represent the college in any intercollegiate activity.

9. Any student while on disciplinary probation for serious offense shall for that period of time lose membership in all student organizations.

Advanced Credit

1. Students entering with advanced credits are required to fulfill the requirements of thirty-six quality points for graduation.

2. The requirement of two physical education courses is removed for students entering with advanced credits. Physical education will be required during residence here, but may be completed in a senior college.

Library Regulations

1. Books not specially reserved may be drawn from the library for home use for two weeks.

2. Books on special reserve must be consulted in the library except as stated in regulations 3 and 4 below.

3. Reserve books may be drawn from the library at 4:15 P. M. for home use overnight and must be returned by 9:00 A. M. the following morning.

4. Reserve books may be drawn from the library at 11:00 A. M. on Saturday for home use over the week-end and must be returned by 9:00 A. M. the following Monday.

5. Periodicals may not be taken from the library by students.

6. A fine of two cents a day will be charged on books not returned on time.

7. A fine of twenty-five cents for the first hour and five cents for every hour thereafter will be charged on reserve books not returned on time.

8. Noise and disorder in the library will subject the offender to withdrawal of library privileges.

9. Mutilation or theft of books or periodicals will subject the offender to suspension or expulsion from the college.

10. Students abusing library privileges will be deprived thereof.

Rules Regulating Use of Golf Course

On land lent by the College, the Carrollton Golf Club has developed and maintains a nine-hole golf course. Students and faculty may play on the course free of charge. However, the following rules must be observed.

1. Each person playing the course must use an individual set of clubs. In other words, two or more players may not use the same set of clubs. This need not apply to practice shots when the course is otherwise empty.

2. Players without caddies must allow others to pass through.

3. Women must not wear high-heeled shoes on the course.

4. All conventional rules governing the golf course must be strictly observed. (E. g., such rules as replacing divots, etc.)

Entertainments

1. Requests for entertainments must be filled in triplicate in the dean's office two weeks ahead of time and must be signed by the faculty advisers. Plans for an entertainment must not be made until the application has been approved.

2. The student body as a whole is permitted one social or dance a month. (Exceptions only by permission of the dean.) Students only are invited.

3. Private parties are limited to one quarter for each organization, the nature of the function to be decided by the dean in conference with the faculty advisers.

4. Social functions are limited to one a week during the fall and winter quarters and to two a week during the spring quarter. No social functions are to be scheduled during the week of quarterly examinations.

Student Activities

The college encourages and sponsors various students' organizations and activities. These activities are open to all who qualify. They are as follows:

THE WEST GEORGIAN, by-monthly newspaper, recently accorded national honor rating. Advisor: Mr. Bonner.

THE CHEIFTAIN, annual publication of the college. Advisor: Mr. Strozier.

MU ZETA ALPHA, honorary scientific society. Advisers: Mr. Hopkins, Mr. McKeegan.

LAMBDA CHAPTER OF ZETA SIGMA PI: National honorary social science club. Advisors: Mr. Roberts, Mr. Bonner.

THE HOME ECONOMICS CLUB, open to all students studying Home Economics. Advisor: Miss Jenkins.

THE FRENCH CLUB, composed of the more successful students of French. Advisor: Mr. Strozier.

THE DEBATING CLUB. Advisor: Mr. Roberts.

THE CICERONIAN SOCIETY, honorary literary society. Advisor: Miss St. Clair.

THE MEN'S GLEE CLUB. Director: Mr. Watson.

THE WOMEN'S GLEE CLUB. Director: Miss St. Clair.

THE DRAMATIC CLUB. Director: Miss Eliason.

THE OFFICERS CLUB, composed of the officers of the various organizations. Advisor: Mr. Watson.

THE FOUR-H CLUB. Advisor: Mr. Claxton.

THE W CLUB, honorary athletic club. Advisor: Mr. Taylor.

THE VOLUNTARY RELIGIOUS CLUB. Advisor: Mr. Taylor.

4. Social functions are limited to one a week during the fall and winter quarters and to two a week during the spring quarter. No special functions are to be scheduled during the week of quarterly examinations.

Rules Governing Student Activities

1. All candidates for office of any student organization in order to qualify for election must have passed with "C" average or above all courses up to the time of nomination.

2. When any organization gives a social function

the officers and members of that organization shall be considered hosts, and as hosts shall be held responsible for carrying through the function in accordance with the rules and regulations of the college. (This rule applies to private parties as well as public functions.)

3. Organizations giving private parties shall invite guests only from the student body and from former membership of the organization.

4. There shall be a student activity committee composed of the President of the Student Body, President of the Sophomore Class, President of the Freshman Class to work in co-operation with the committee from the faculty. One of the duties of this committee shall be to announce and conduct student elections.

IMPORTANT NOTE: Proceeds from the college store are used for student activities. The college looks with disfavor upon any undue soliciting of funds from members by any organization. Books of the various student organizations are audited by the faculty advisers.

Schedule Of Activities 1939 - 1940

ORGANIGATION	TIME OF MEETING
1939—1940	
Mu Zeta Alpha	1st Thursdays, 7:00 P. M. Room A.
Zeta Sigma Pi.....	2nd Thursdays, 7:00 P. M. Room 5.
French Club.....	2nd Tuesdays, 7:00 P. M.
Home Economics Club.....	2nd and 4th Tuesdays, 7:00 P. M.
Debating Club.....	4th Thursdays, 7:00 P. M., Room 5. Other meetings at the discretion of the director. *
Ciceronian Society.....	3rd Thursdays, 9:50 A. M.
Dramatic Club	Discretion of director. *
Women's Glee Club.....	Mondays and Thursdays, 9:50 A. M. Other meetings at the discretion of the Director. *
Officer's Club.....	Mondays, 7:00 P. M. Wed- nesdays, 7:00 P. M. Other meetings at the discretion of the Director. *
"W" Club.....	1st Tuesdays, 7:00 P. M.
Four-H Club.....	Meetings to be scheduled.
Voluntary Religious Clubs	Sundays, 5:00 P. M.

* These organizations are to be given precedence when preparing for a public appearance.

Staff members of THE WEST GEORGIAN and THE CHEIFTAIN may be arranged by the editors and advisers so as not to conflict with the schedule as given above.

All organizations are expected to follow the program as outlined above.

HONOR POINTS

1. Honor points are given for participation in extra-curricular activities. The purpose of these honor points is two-fold: (a) to recognize merit; (b) to enable a greater number of students to engage in extra-curricular activities.

2. Sophomores are allowed a maximum of twelve honor points; freshmen are allowed a maximum of ten honor points. Honor points are given for offices and activities as listed below:

ORGANIZATION	5 pts.	4 pts.	3 pts.	2 pts.	1pt.
WEST GEORGIAN	Editor	Business Mgr.	Associate Editor Managing Editor	Feature Editors	Reporters, etc.
CHEIFTAIN	Editor	Business Mgr.	Associate Editor		
GLEE CLUB AND CHORUS			Business Mgr.	Officers	Members
CLASS OFFICERS		President Student Body	Class Presidents	Other Officers	
RELIGIOUS ACTIVITIES		President	Secretary		Other Officers
DRAMATIC CLUB			Stage Mgr.	Officers	Members
DEBATING CLUB			Officers Teams		
HONORARY SOCIETIES				Officers	Members
ATHLETICS			Varsity Team Mgr.	Varsity	

3. The Activities Committee of the faculty constitutes a committee of revision.





